



Video Remote Interpreting (VRI) Set-Up Induction Guide

Document Owner: Director

Applies to: Workers approved to undertake work from home or remote work arrangements.

Effective Date: 15 June 2026

Review Cycle: Reviewed as operational requirements change.

1. Purpose

This induction guide outlines the minimum technical and environmental requirements for participating in a successful Video Remote Interpreting (VRI) session.

Following these guidelines will help support clear communication, visual accessibility, and a professional experience for all participants.

2. Technical Requirements

To participate effectively in a VRI session, please ensure the following equipment and settings are available prior to the session:

- A device with a working camera, microphone, and speakers (computer or laptop preferred)
- Multiple screens where possible to allow viewing of PowerPoints or other presentations during the session
- A high-definition webcam (minimum resolution of 1280 × 720 at 30 frames per second)
- A strong and reliable internet connection to support uninterrupted video streaming
- Up-to-date video conferencing software (e.g. Zoom, Microsoft Teams, or FaceTime)
- Device fully charged or connected to a power source for the duration of the session
- All required platforms available prior to the session
- Understanding of platform-specific features such as spotlighting, pinning, and pop-out screen functions, noting these may differ across video conferencing platforms

3. Physical / Room Requirements

The environment used during a VRI session plays an important role in ensuring clear visual communication. Please ensure the following:

- Use a quiet, private, and confidential space to minimise distractions and protect privacy
- Ensure adequate lighting, with light directed toward the signer's face
- Avoid bright lights or windows positioned behind the signer, as this can create silhouettes and reduce visibility
- Use a plain or neutral background where possible (solid blue or black preferred)

- Position the camera to clearly show the signer from the waist up, allowing full visibility of hand movements and facial expressions

4. Best Practice Tips

The following recommendations can assist in achieving a smooth and successful VRI session:

- Test equipment and internet connection prior to the session
- Check camera framing to ensure the signing space is clearly visible
- Minimise background noise and interruptions where possible
- Log in a few minutes early to allow time for troubleshooting any technical issues (recommended 10–15 minutes prior)

Remember

A successful VRI session depends on both reliable technology and an appropriate physical environment. By following this induction guide, participants can support clear, effective, and professional communication throughout the session.

VIDEO REMOTE INTERPRETING (VRI) SET-UP INDUCTION GUIDE



OVERVIEW

This guide outlines the minimum technical and environmental requirements for setting up a successful Video Remote Interpreting (VRI) session. Following this guide will help ensure clear

1

TECHNICAL REQUIREMENTS

To participate effectively in a VRI session, ensure the following equipment and settings are in place:



A device with a working camera, microphone, and speakers (computer or laptop preferred)



A high-definition webcam (minimum resolution of 1280 x 720 at 30 frames per second)



A strong and reliable internet connection to support uninterrupted video streaming



Up-to-date video conferencing software (e.g. Zoom, Microsoft Teams, or FaceTime)



Device is fully charged or connected to a power source for the duration of the session



Ensure all required platforms are available prior to the session



Ensure participants understand how to use platform-specific features, including spotlighting, pinning, and pop-out screen functions, as these may differ between video conferencing platforms.



SPOTLIGHT



PIN



POP-OUT SCREEN

2

PHYSICAL / ROOM REQUIREMENTS

The environment plays a critical role in the effectiveness of VRI.



Use a quiet, private, and confidential space to minimise distractions and protect privacy



Ensure adequate lighting, with light directed toward the signer's face



Avoid bright lights or windows behind the signer, as this can create silhouettes and reduce visibility



Use a plain or neutral background (solid blue or black is preferred)



Position the camera to clearly show the signer from the waist up, allowing full visibility of hand movements and facial expressions

3

BEST PRACTICE TIPS



Test your equipment and internet connection before the session begins



Check camera framing to ensure clear visibility of signing space



Minimise background noise and interruptions



Log in a few minutes early to address any technical issues (where possible 10–15 minutes)

4

SUMMARY



A successful VRI session depends on both reliable technology and an appropriate physical environment. By following this guide, you can support clear, effective and professional communication.

